

PREPARE BEFORE THE INTERVIEW

CMMC Leadership Interview Preparation Checklist

A Quick Guide for Executives and Managers Preparing for a C3PAO Assessment

During a CMMC assessment, C3PAO assessors interview people across the organization, including leadership. You may be asked about your responsibilities, how your organization manages security and compliance, and who owns specific activities.

You need to understand your role and describe how your organization actually operates.

Remember:

The goal isn't to memorize answers. It's to understand your role and accurately explain how your organization operates.

Leadership Readiness Checklist

BEFORE THE ASSESSMENT

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| ☐ 1. Understand your organization's CMMC scope | ☐ 6. Understand how employees receive security training |
| ☐ 2. Know which systems and business processes are relevant to your role | ☐ 7. Know how security concerns and incidents are reported |
| ☐ 3. Understand your security and compliance responsibilities | ☐ 8. Understand how leadership receives cybersecurity and compliance updates |
| ☐ 4. Know who owns key security activities | ☐ 9. Know where relevant documentation and evidence are maintained |
| ☐ 5. Review the policies relevant to your responsibilities | ☐ 10. Confirm your understanding reflects current practices |

Know These Key Areas



Leadership & Oversight

- Who manages security and compliance?
- How does leadership monitor the program?



Policies & Training

- What policies apply to your role?
- How are employees trained?



Risk & Incidents

- How are risks identified and escalated?
- Who handles security incidents?



Access & Responsibilities

- Who manages system access?
- How are responsibilities assigned and reviewed?

PREPARE TO ANSWER

Questions You May Encounter

1. Who is responsible for your organization's cybersecurity program?
2. How does leadership stay informed about cybersecurity and compliance?
3. How are employees informed of their security responsibilities?
4. What happens when an employee identifies a security concern?
5. How are access responsibilities and permissions reviewed?

These are preparation examples, not a universal C3PAO interview script. Questions vary based on the organization's scope, systems, processes, and responsibilities.

How to Answer



DO

- ✓ Answer honestly and directly
- ✓ Explain processes in your own words
- ✓ Stay within your area of responsibility
- ✓ Make sure answers reflect current practices
- ✓ Refer technical questions to the right expert
- ✓ Ask for clarification when needed



DON'T

- ✗ Memorize scripted answers
- ✗ Guess when you don't know
- ✗ Describe outdated processes as current
- ✗ Claim a process happens if it doesn't
- ✗ Answer for another team you don't own

Key Reminder: Your answers should align with your organization's documentation, evidence, and actual practices. A polished answer that contradicts your records creates more concern than an honest "that's owned by our IT director."

Before the assessment, can you confidently say: ——— FINAL READINESS CHECK

- | | |
|--|---|
| ☐ 1. I understand my role in CMMC compliance | ☐ 4. I know how security concerns are escalated |
| ☐ 2. I know who owns the organization's key security activities | ☐ 5. I know where supporting documentation and evidence are maintained |
| ☐ 3. I understand the policies relevant to my role | ☐ 6. I am prepared to answer honestly without relying on a script |

Prepare Your Leadership Team for CMMC

Strong assessment preparation starts with an organization that understands its responsibilities and consistently follows its documented processes.

DataSure24's CMMC Services help organizations prepare for assessment activities and strengthen overall CMMC readiness. Our team includes Lead CCAs, Certified CMMC Assessors, and a Provisional Instructor who teaches the CCA certification courses.

Prepare for Your CMMC Assessment

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